

## TIAA-CREF Enrollment Information

Participants can enroll with TIAA-CREF 3 different ways:

1. **Online Enrollment** - this is the most efficient enrollment method. To access the TIAA-CREF online enrollment facility, direct employees to the dedicated TIAA-CREF microsite, [tiaa-cref.org/iowa](http://tiaa-cref.org/iowa), and have them click on the "ENROLL NOW!" button.
2. **Enrollment Hot Line** - participants can call the Iowa DAS 403(b) Plan Enrollment Hotline: **888-877-1446**, Monday - Friday, 7 a.m. - 9 p.m. (CT); Saturday, 8 a.m. - 5 p.m. (CT). TIAA-CREF representatives on this line are familiar with the DAS Statewide 403(b) plan and stand ready to enroll participants over the phone.
3. **Paper Application** – a paper application is included in pdf form on "ENROLL NOW!" webpage of the microsite, [tiaa-cref.org/iowa](http://tiaa-cref.org/iowa). If a plan participant prefers to complete a paper application, it can be printed from the microsite. Once completed, and submitted to the Human Resources/Benefits Office, please fax to:  
TIAA-CREF Imaging: 800 914-8922.

Or you can mail the application to:

TIAA-CREF  
Attn: Enrollments  
P.O. Box 1294  
Charlotte, NC 28262

Be sure that the application is legible, all sections completed, and your school name is written out (no abbreviations).

**Salary Reduction Agreement-** the salary reduction agreement is an agreement between you (the institution) and your employee to reduce salary by a specified amount each pay period. A salary reduction agreement must be completed by all plan participants. The employee does not need to have an Advisor's signature from TIAA-CREF unless the employee completes this form during a face to face meeting with a TIAA-CREF Individual Consultant. **Do not send the salary reduction agreement to TIAA-CREF.**

**Enrollment Confirmation-** administrators can check enrollment status through the TIAA-CREF Administrator web site- [www.tiaa-cref.org/administrators](http://www.tiaa-cref.org/administrators) along with other information regarding participants at your institution. **For assistance with web access call Lynn Hammell at 800 842-2005.**